

LEGAL SECRETARY

A student who has completed Job Corps' Legal Secretary program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Legal Secretary program, a student must master skills in the following categories:

BUSINESS ENGLISH

Demonstrate proper use of grammar, sentence structure, spelling and punctuation; correctly use nouns, pronouns, verbs, adjectives and adverbs; correctly use subjects and predicates; demonstrate correct use of singular/plural and compound nouns; correctly use prepositional phrases; correctly construct complex/compound sentences; spell correctly; correctly form possessive for singular, plural and compound nouns; correctly use independent and dependent clause; common business abbreviations and correct capitalization; communicate verbally in writing; demonstrate the ability to compose and proofread effective business communication.

BUSINESS MATH

Calculate whole number problems, fraction problems; decimal problems and percentage problems.

BANKING AND ACCOUNTING FUNCTIONS

Inspect money orders and checks to verify accuracy; keep petty cash account to maintain proper balance; inspect bills and invoices to verify accuracy.

PREPARING AND DISTRIBUTING MAIL

Open mail; stamp mail and documents to indicate date and time of receipt.

MAINTAINING SUPPLIES

Order supplies and materials; maintain recommended inventory levels; sort supplies and materials to verify receipt of items on requisition and/or purchase order/invoice and condition.

MAINTAINING FILES, RECORDS AND LOGS

Keep directory or maintain addresses and telephone numbers.

ORGANIZING AND PLANNING

Submit recommendation to indicate equipment needs and indicate office furniture needs; organize daily schedule to complete work in a timely manner.

PERFORMING TELEPHONE AND RECEPTIONIST DUTIES

Greet people and determine the nature of their visit; convey messages to provide information; page establishment personnel to call individuals to phone; direct client or visitor to proper attorney/person; answer calls and questions and provide information; place calls and questions and provide information; place call to appropriate party; record information for messages; route call to appropriate party; schedule appointments; send e-mail, fax, interoffice memo to communicate employer's directions.

PERFORMING LEGAL SECRETARIAL DUTIES

Prepare itineraries to inform employer of activities and commitments; make reservations to reserve hotel, transportation and other needs for employer; apply for notary public commission; notarize documents to verify signatures; sign documents as witness to signatures; deliver pleading to Clerk of the Court to obtain a filing.

OPERATING AND MAINTAINING OFFICE MACHINES

Demonstrate procedures to operate copier, fax machine, answering machine, typewriter, PC, calculator; analyze equipment malfunctions to identify cause and perform equipment maintenance functions.

KEYBOARDING

Develop keyboarding skills; develop numerical keyboarding skills; build typing speed and accuracy; prepare business correspondence using vertical and horizontal spacing.

WORD PROCESSING

Activate word processor; locate information to obtain key document; retrieve key information.

BUSINESS ATTITUDES

Determine relationship between job choice, assets, needs and motivation for work; examine your work ethic and how it affects your work performance; identify employer-employee expectations; participate in group work.

